Submittal Requirements and Checklist

Each Respondent shall submit one original and two (2) unbound copies of the following documents in a clear, legible, 12 point font, and document on 8.5 by 11 inch format.

Respondents must adhere to the submission requirements. Failure to comply with the instructions of this RFP will be cause for rejection of the proposal. The HRA reserves the right to seek additional information to clarify responses to this RFP and to reject any or all submittals it deems nonresponsive.

Ea	ch response must include the following:
	Coversheet (attachment A)
	Part 1 - Business Application. Provide one Business Application per proposal. (attachment B) ☐ Resumes of the development team ☐ Documentation from funding sources providing evidence of financing consistent with sources and uses statements ☐ Disclosure Affidavit (attachment C)
	Part 2 - Project Application. Provide one Project Application per address. (attachment D) ☐ Conceptual drawings (draft form is acceptable) ☐ Site plan ☐ Typical floor plans showing floor area totals ☐ Elevations identifying building materials ☐ If owner occupied: homeowner sources and uses (attachment E) ☐ If rental: rental sources and uses (attachment F) and cash flow projection (attachment

See the Inspiring Communities website for the following additional information:

• RFP application

G)

- Property lists and maps
- Open house schedule
- Homeowner and rental program manual
- Green Communities resources
- Developer resources and templates